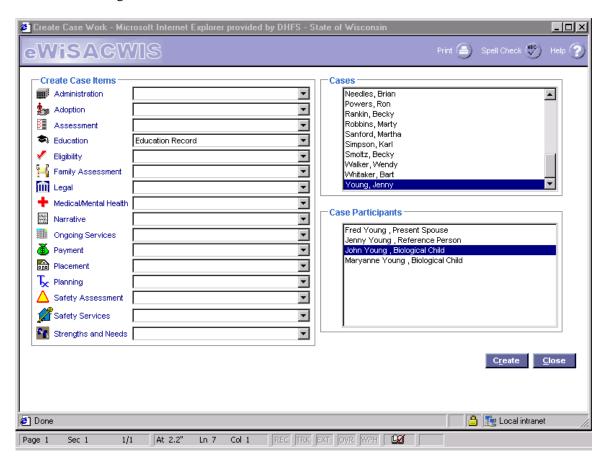
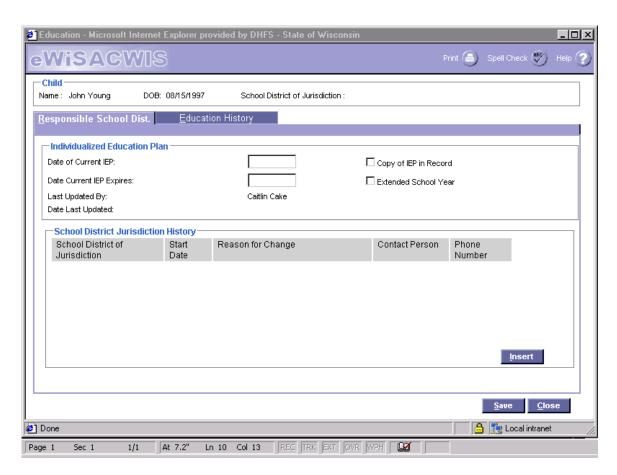
## **Creating and Maintaining Education Record**

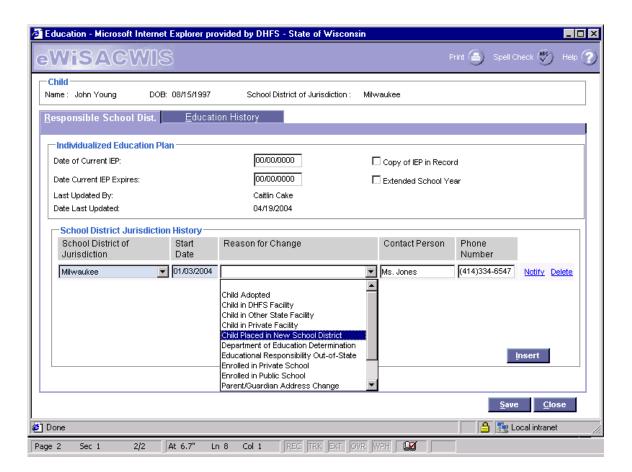
1. From the worker's desktop, go up to create > casework. This will bring you to the Create Casework Page.



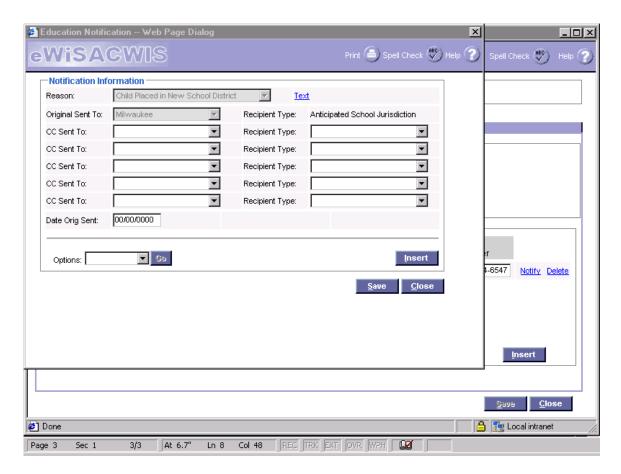
2. Select Education Record from the Education Category along with the Case name and the person you wish to create the record for. Click on the Create button on the lower right hand of the page.



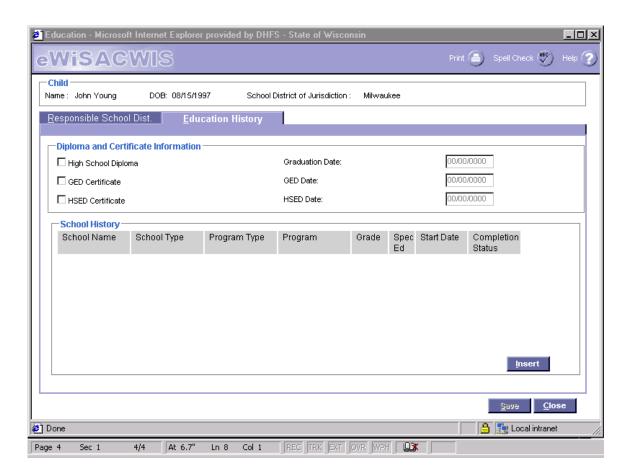
3. The education record will appear with the Name and DOB pre-filled. The record contains two tabs. The first tab is the Responsible School District. If the child has an I.E.P. enter the date of the current plan. Date of current I.E.P. expires will automatically pre-fill for one year in the future. If there is a hard copy of the I.E.P. in the file and/or the child is on an Extended School Year, check off the boxes on the upper right of the page.



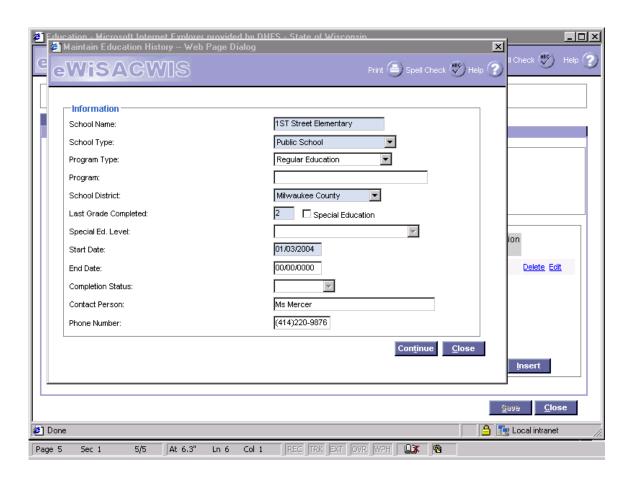
- 4. Now complete the School District Jurisdiction History Box. The School District of Jurisdiction and Reason for Change have drop down values, which you can select by clicking on the appropriate values. The start date, contact person, and telephone number are user entered fields.
- 5. On the right hand side of the School District Jurisdiction History Box is a Notify and Delete Hyperlink.
- 6. The Delete Hyperlink will delete the corresponding row.
- 7. Insert will add another row for the School District Jurisdiction History.



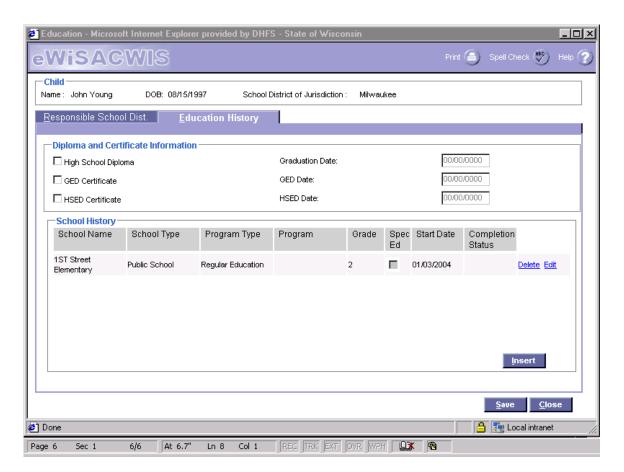
- 8. By clicking on the Notify Hyperlink, the Education Notification Page appears. By clicking on the Text hyperlink, eWiSACWIS display a letter for the case manager to print and send to all appropriate parties. Click on Save and then Close to return to the Responsible District Tab.
- 9. Click on the Education History Tab.



- 10. The Diploma and Certificate Information box are user entered fields. By clicking on any of the boxes will require you to enter a corresponding date.
- 11. The Insert Button on the lower left-hand corner will allow the worker to add School History.



12. School Type, Program Type, School District, Special Education Level, and Completion Status has drop down values. Click on the appropriate value to populate the field. School name, Program, Last Grade Completed, Start/End dates, Contact Person and Phone Number are user entered fields. When completed, click on the Continue Button to return to the Education History Tab.



- 13. The School History information will populate into the School History box. On the right hand side of the page is the Delete Hyperlink. Click on it to delete the corresponding row. If information needs to be updated on the Education Record, click on the Edit Hyperlink to maintain information. If the child changed schools, click on the Insert Button on the lower right to add additional School Information for the new school.
- 14. Once completed, click on Save and Close to return to the Desktop.